



Republic of the Philippines
Department of Education
REGION VI - WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

August 30, 2023

DIVISION MEMORANDUM
No. 420 s. 2023

**SUBMISSION OF REQUIREMENTS FOR THE PAYMENT OF LOYALTY PAY
FOR FY 2023**

TO : OIC, Assistant Schools Division Superintendent
Public Schools District Supervisor
Heads of Public Elementary, Integrated, Junior High School (Non-Implementing Units) and Senior High Schools
Administrative Officers II (Elementary and Senior High School)
Administrative Assistants II (Senior High School)
All Others Concerned

1. This is to inform all concerned that this Office will start processing the payment of Loyalty Pay for FY 2023 of Elementary, Senior High School (SHS), Junior High School Non-Implementing Units (JHS Non-IUs) and SDO personnel.
2. As stipulated in CSC Memorandum Circular No. 6, s. 2002 (Revised Policies on the Grant of Loyalty Award), DepEd Memorandum No. 153, s. 2015 (Dissemination of the Commission on Audit Circular No. 2013-003A), and DepEd Order No. 54, s. 2015 (Amendment to DepEd Order No. 55, 2003 Increase of Payment of Loyalty Cash Gift), the following guidelines shall be considered in determining the grant of Loyalty Cash Award, to wit:
 - a. A loyalty award is granted to all officials and employees, in the national and local governments, including those in the state colleges and universities (SUCs) and government-owned and controlled corporations (GOCCs) with original charter, who rendered ten (10) years of continuous and satisfactory service in the government.
 - b. The particular agency where the employee or official completed the ten (10) years of continuous and satisfactory service shall grant the award.
 - c. An official or employee who incurred an aggregate of not more than fifty (50) days authorized vacation leave without pay within the 10-year period shall be considered as having rendered continuous service for purposes of granting loyalty award.
 - d. In the same way, an official or employee who incurred an aggregate of not more than twenty-five (25) days authorized vacation leave without pay within the 5-year period may qualify for the 5-year milestone loyalty award.
3. In view hereof, Administrative Officers II of the schools and Administrative Assistants II of SHS and JHS Non-IUs are advised to submit a certified photocopy of the appointments and consolidated payroll (for Elementary) in hard and soft copy of officials and employees in their respective school who are qualified for the grant of Loyalty Pay as of December 31, 2023 **not later than September 22, 2023, Friday, c/o Darwin D. Brillo for Elementary, Ivan B. Vito for SHS and SDO personnel, and Racel Jewel A. Asignacion for JHS Non-IUs.**
4. Immediate dissemination of and compliance with this Memorandum are desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Encl.: None
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

ALLOWANCE BENEFITS BUDGET



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